

Application for Deferred Exam

1. This form is for the purpose of requesting permission to have a final examination deferred or to have the course graded based on the work completed.
2. Once this form is completed, a copy must be provided to AS 277, Registrar's Office, Grenfell Campus.
3. You should retain a copy of this form for your records.
4. Refer to University Regulation **6.8.2, Exemptions From Final Examinations and Procedures for Applying to Write Deferred Final Examinations** for information regarding required supporting documents. An application is not considered complete until the supporting documents have been received by the academic department(s) for which the request is being made.
5. This is an application only. You will be notified in the near future if you are eligible for a deferred examination.

Year	Sem. *	Student Number	Last Name	Given Names
Sem: Fall – F, Winter – W, Spring – S				

Address to which decision of Deferred Examination(s) application should be mailed:

Email _____ @mun.ca Telephone Number: _____

COURSES FOR WHICH APPLICATION IS BEING MADE:			
Subject	Number	Section	Instructor

REASON(S) (Check appropriate section)

- Medical**
 Bereavement
 Three exams in 24 hours
 Other Reason (specify below):

DATE

SIGNATURE OF APPLICANT

FOR DEAN'S USE ONLY	Distribution by Dean's Office After Decision: Campus Registrar Student Course Instructor				
<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">ELIGIBLE</td> <td style="width: 70%;"></td> </tr> <tr> <td>NOT ELIGIBLE</td> <td style="text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Dean's Signature </td> </tr> </table>		ELIGIBLE		NOT ELIGIBLE	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Dean's Signature
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Policy regarding deferred examination is outlined in the University Calendar, Section 6.8.2 of the University Regulations, "Exemptions from Final Examinations and Procedures for Applying to Write Deferred Final Examination".

Information Required for Medical Notes:

Students who request permission to have examinations deferred based on medical grounds are required by the University to **produce a note from a physician** in support of their request. Such notes must be **sufficient to allow proper consideration** of the student's case. Student should provide the health professional with a copy of the Student Medical Certification, available from the Registrar's Office.

Confidentiality:

Memorial University protects your privacy and maintains the confidentiality of your personal information, the information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used for the purpose of processing your application for a deferred examination(s) and for administrative purposes. Questions about this collection and use of personal information may be directed to the Grenfell Campus Registrar's Office at (709) 637-6298.

Information Required for Bereavement:

Student who request permission to have examinations deferred based on bereavement are required to produce documentation from the clergy, funeral director, or government official. Such documentation must indicate the relationship between the bereaved and the deceased.

Information Required for 3 Exams in 24 Hours:

Only **the middle of the three exams may be deferred**. Please note that the three exams must start and finish 24 hours (not 26). For example, if a student has the first exam from 9–11 am on the third exam from 9–11 am., this is a case of three exams in 26 hours – the first exam starts at 9 am and the third exams ends at 11 am. The third exam has to have begun before the 24-hour period from the start of the first exam expires.

Due Dates of this Application

Bereavement or Medical – Notification of application **with 48 hours of the end of the scheduled exam**, with full application and supporting documentation submitted within one week of the original date of the exam.

3 Exams in 24 Hours – ASAP and prior to the start of the second last week of classes when possible.